

Solicitation 115-10630

Property Insurance Appraisal Services



City of Fort Lauderdale

Bid 115-10630 Property Insurance Appraisal Services

Bid Number **115-10630**
Bid Title **Property Insurance Appraisal Services**

Bid Start Date **Oct 5, 2010 8:56:56 AM EDT**
Bid End Date **Oct 22, 2010 2:00:00 PM EDT**
Question &
Answer End **Oct 14, 2010 2:00:00 PM EDT**
Date

Bid Contact **Michael F Walker**
 Procurement & Contracts Manager
 Procurement
 954-828-5677
 mwalker@fortlauderdale.gov

Description

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposer(s), hereinafter referred to as the Contractor, to provide Property Insurance Appraisal Services for the City's Risk Management Division of Finance Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

RFP# 115-10630**TITLE: PROPERTY INSURANCE APPRAISAL SERVICES****PART I – INTRODUCTION/INFORMATION****01. PURPOSE**

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposer(s), hereinafter referred to as the Contractor, to provide Property Insurance Appraisal Services for the City's Risk Management Division of Finance Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

02. INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this solicitation, contact Procurement Specialist Michael Walker at (954) 828-5677 or email at mwalker@fortlauderdale.gov. Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

03. TRANSACTION FEES

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

04. ELIGIBILITY

To be eligible for award of a contract in response to this solicitation the Contractor must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services and are properly and legally licensed to perform such work. In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of Fort Lauderdale.

05. PRICING/DELIVERY

All pricing should be identified in PART VII - PROPOSAL PAGES – COST PROPOSAL. No additional costs may be accepted, other than the costs stated on the Proposal pages.

Delivery of services is required by December 10, 2010. Failure to meet this delivery date may be deemed as non-responsive.

06. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

07. AWARD

Award may be by Group or Item, whichever is determined to be in the best interest of the City. Award will be made to the highest ranked responsive and responsible proposer, for that product/service that will best serve the needs of the City of Fort Lauderdale. The City may determine to award contracts to one or more than one proposer, as whatever is deemed in the best interest of the City.

The City reserves the right to award to that proposer who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all proposals and to award or not award a contract based on this bid solicitation.

08. PRICE VALIDITY

Prices provided in this Request for Proposal (RFP) are valid for 120 days from time of RFP opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

PART II - RFP SCHEDULE

Release RFP	October 5, 2010
Last Date for Receipt of Questions of a Material Nature	October 14, 2010
Addendum Release (If required)	October 15, 2010
PROPOSAL DUE (Prior to 2:00 PM EST)	October 22, 2010
Evaluation Committee Meeting (Estimated Date)	October 28, 2010
Anticipated Award Date (Estimated Date)	November 16, 2010

PART III - SPECIAL CONDITIONS

01. **GENERAL CONDITIONS**
RFP General Conditions Form G-107 Rev. 06/09 (GC) are included and made a part of this RFP.
02. **NEWS RELEASES/PUBLICITY**
News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.
03. **RFP DOCUMENTS**
The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.
04. **CONTRACTORS' COSTS**
The City shall not be liable for any costs incurred by Contractor in responding to this RFP.
05. **RULES AND PROPOSALS**
The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal Contractor.
06. **CONTRACT COORDINATOR**
The City may designate a Contract Coordinator whose principal duties shall be:
 - Liaison with Contractor.
 - Coordinate and approve all work under the contract.
 - Resolve any disputes.
 - Assure consistency and quality of Contractor's performance.
 - Schedule and conduct Contractor performance evaluations and document findings.
 - Review and approve for payment all invoices for work performed or items delivered.
07. **CONTRACTOR PERFORMANCE REVIEWS AND RATINGS**
The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

08. INVOICES/PAYMENT

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice as regards the accepted schedule for that task or project. Payment will be made within thirty (30) days after receipt of an invoice acceptable to the City, in accordance to Florida Statute, Florida Prompt payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City. This negotiated payment shall be based on the overall task or project breakdown, relative to the projected number of hours for each task element, and the percentage of work completed.

09. RELATED EXPENSES/TRAVEL EXPENSES

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

10. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Contractor agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Contractor.

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

11. DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

12. **SUBSTITUTION OF PERSONNEL**

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

13. **INSURANCE**

The Contractor shall furnish proof of Workers' Compensation Insurance, General Liability Insurance, Comprehensive Automobile Liability Insurance, and Professional Liability Insurance. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This **MUST** be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The Contractor must have a Financial Size Categories (FSC) rating of no less than "A-" by the latest edition of Best's Key Rating Guide, or acceptance of insurance company that holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Florida Statute 440
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage must include:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

Professional Liability (Errors & Omissions)Consultants

Limits:	\$2,000,000 per occurrence
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A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Department
100 N. Andrews Avenue, Room 619
Ft. Lauderdale, FL 33301

14. SUBCONTRACTORS

If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

Contractor shall ensure that all Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

15. INSURANCE – SUBCONTRACTORS

Contractor shall require all of its subcontractors to provide the aforementioned coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

16. OWNERSHIP OF WORK

The City shall have full ownership and the right to copyright, otherwise limit, reproduce, modify, sell, or use all of the work or product produced under this contract without payment of any royalties or fees to the Contractor above the agreed hourly rates and related costs.

17. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

18. PUBLIC ENTITY CRIMES

NOTE: Contractor, by submitting a proposal attests they have not been placed on the convicted vendor list.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

19. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private

property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

20. SAFETY

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

21. CANADIAN COMPANIES

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

22. LOBBYING ACTIVITIES

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:

<http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf> .

23. BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at

http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at

<http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

PART IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

BACKGROUND AND PURPOSE

The City of Fort Lauderdale is one of the largest of Florida's 400+ municipalities with a jurisdiction of approximately 37 square miles in Broward County, Florida. The City has approximately 164 scheduled buildings and/or structures that need to be appraised. Structure values range from \$20,000 to \$30,000,000. The estimated total insured values reported are estimated at \$380,000,000 for all locations (water utilities and non-water utilities). The City has historically reported values on a spreadsheet schedule format.

Due to the fact that it has been some time since the last appraisal, the City is requesting proposals from qualified appraisal firms (Appraiser) to provide **Professional Property Insurance Appraisal Services** to the City for its owned scheduled buildings and outside structures. The purpose of this appraisal program is for the City to report accurate replacement cost values to insurance carriers. Appraised values will also be further utilized as proof of loss during property claim settlements. Currently, the City's property insurance coverage is on an Agreed Value Blanket Form basis with a flat \$50,000 per occurrence All Other Peril deductible, except for a 5% Named Windstorm deductible.

The City is requesting appraised values on the locations and identified in the attached Exhibit-A "Property Insurance Appraisal Schedule." The City's property values have been gathered over the past 10 – 20 years from historical accounting values, reported construction values, and estimated values by qualified staff in various departments.

APPRAISAL METHODOLOGY AND VALUATION

The Appraiser should include a brief explanation in their response as to the recommended methodology(s) (i.e. Segregated Cost Method, Calculator Cost Method, Current Cost Analysis or other proprietary approach & technique) based on the City's intended use described herein.

The City is requesting valuations based on Replacement Costs when determining values for buildings or structures at a location. The term Replacement Cost means the amount required to repair, replace or rebuild a duplicate of the property in like kind and quality materials in accordance with current market prices for labor and material costs in local area (demand surge), plus the indirect costs for architect's fees, inspection and permit fees, sales tax, manufactured equipment, contractor's overhead and profit, and fees (20% markup).

(Below are requirements for awarded Contractor(s) to provide to the City, by December 10, 2010. These requirements are not to be submitted with your RFP response).

For each property listed on the schedule (Exhibit-A), the inspections and appraisals should identify the following data:

- Photos of each building.
- Basic Construction – ISO construction classification, building age, year updated and square footage, occupancy, excavation, foundations, height/number of floors, roof

covering, roof shape, age of roof, roof strapping (if applicable) and pitch, exterior walls, floor and basement.

- Building Services – Plumbing, fire protection and ISO class, elevators, HVAC units, electrical & lighting, storm protection, security system and sprinkler systems.
- Attached Exterior Construction – Stairways, covered walkways, emergency lighting and handicap ramps.
- Exterior Features – Fencing, lighting, walls, etc.
- Please provide suggestions on the calculation of the replacement cost of building contents such as furnishings, stationary equipment, etc.
- The Appraiser should confirm the ISO construction classifications and FEMA flood zones noted in Exhibit-A and make corrections as necessary.

CITY CONTACTS

The main contact at the City for this appraisal program will be the City's Risk Manager, Guy Hine. Notices should be sent to:

Guy Hine, Risk Manager
Risk Management Division
City of Fort Lauderdale
101 NE 3rd Avenue, Suite 1400
Fort Lauderdale, Florida 33301
954-828-5494
ghine@fortlauderdale.gov

APPRAISER'S EXPERIENCE & QUALIFICATIONS

The Appraiser shall identify the names, professional designations, certifications, qualifications of the Appraiser and associate appraisers to perform the work at the City. The Appraiser shall disclose if it intends on subcontracting out any portion of this contract or utilizing services from associate appraisers who are not employees of the Appraiser. Please state whether the Appraiser is a local, regional or national company, and indicate the location of the office doing the work.

REFERENCES

Please provide three (3) references for any projects completed or still on-going in the last twenty-four (24) months for other governments with similar property characteristics as the City. Please verify the contact at your reference is still accurate along with a valid phone number to avoid being evaluated with no verifiable references.

PROJECT COORDINATION AND WORK PLAN

The City is requiring the initial appraisal evaluation to be completed by December 10, 2010. The Appraiser firm shall provide a brief outline identifying the firm's proposed work plan to meet this deadline. The Appraiser should identify in their proposal what mandatory support services, information and assistance they need from the City to complete the project timely.

FEE/COST SCHEDULE

The City is requesting the following pricing formats. Proposer must provide each format with their proposal:

- 1) A flat fee appraisal to complete all the work identified and
- 2) Annual appraisal cost, for annual update for 3 years after initial appraisal services and
- 3) Minimum Site visit charge for additional building appraisals.

The fee proposed shall be based on the Appraiser's estimate of professional services to be furnished according to the understanding of the City's requirements. The fee shall include professional time and expenses for planning and executing the work through, and including assigning values in Exhibit-A. Expenses, included in the above fee, include those costs for such items as office and report processing, travel, living, computer charges, postage, and copying, which are directly incurred by our staff while executing the work.

Invoices received from the Appraiser pursuant to this Contract will be reviewed and approved by the City's Risk Manager, indicating that services have been rendered in conformity with the Contract and then will be sent to the Finance Department for payment.

In order for both parties herein to close their books and records, the Appraiser will clearly state "final invoice" on the Appraiser's billing to the City. This certifies that all services have been properly performed and all charges and costs have been invoiced to the City. Since this account will thereupon be closed, any and other further charges, if not properly included on this final invoice, or which are in excess of the not to exceed amount, are waived by the Appraiser.

(For the Report/Detail Format requirements stated in paragraph below, for awarded Contractor(s) to provide to the City, by December 10, 2010. These requirements are not to be submitted with your RFP response).

REPORT DETAIL/FORMAT

The Proposer's standard report shall include detailed building descriptions listing the values and building components including color photographs, as stated in Appraisal Methodology and Valuation Section, Part IV – Technical Specifications/Scope of Services of this document. Additionally provide an electronic copy of the summary listing of all buildings appraised and the basic information surrounding each building in a format similar to the Exhibit-A provided within this RFP.

DELIVERABLES & PROPOSAL SUBMITTAL REQUIREMENTS:

The Appraiser's submitted proposal shall at least include the following items from the Scope of Services/Specifications with your RFP response:

1. References. Additionally, you shall provide a list of three (3) current or former clients for whom you provided similar services as those you would provide to the City.
2. Appraisal Firm's Experience and Qualifications. Identify the names, professional designations, and certifications, qualifications of the Appraiser and associate appraisers to perform the work at the City.
3. Proposal Page/Cost Proposal. Provide your fee schedule clearly in your response proposal for the specified type of appraisal and optional service(s).
4. Project Coordination & Work Plan. Please keep this section to short narratives and/or outlines only.
5. Appraisal Approach & Technique and Preferred Valuations. Make your recommendations and identify those approaches, techniques and valuations to be used in your appraisals.
6. Expected Services/information/cooperation from the City. Clearly identify key additional information and/or documents to be requested from City in lieu of the information provided in the attached exhibits.
7. Required Appraiser agreements or terms to be signed by City. Your proposal must include any agreements, applications, or any other document that you required to be executed and agreed to by the City.
8. Sample certificate of insurance. A sample certificate of insurance should evidence the type and limits of insurance required herein. It will not be necessary to include the City as an additional insured on this sample copy as part of your proposal. When awarded the Contract the City will request an official certificate of insurance per the insurance requirements herein.
9. Sample Reports. Contractor should provide Sample Reports which need to be included as exhibits with your RFP response.

LIST OF EXHIBITS ATTACHED

Exhibit-A..... Property Insurance Appraisal Schedule

Deliverables Checklist

Does your proposal include the minimum following items requested from the Scope of Services/Specifications? Please check off.

(8) Copies of the proposal (1 original & 7 copies, including CD)	_____
References (minimum 3)	_____
Appraisal Firm's Experience and Qualifications	_____
Proposal Page/Cost Proposal- Printed copy	_____
Project Coordination & Work Plan	_____
Appraisal Approach or Technique and Preferred Valuations	_____
Expected Services/information/cooperation from the City	_____
Required Appraiser agreements or terms to be signed by City (if applicable)	_____
Sample certificate of insurance	_____
Bid/Proposal Signature Page	_____
Proposers Sample reports will need to be included as exhibits with your RFP proposal package.	_____

PART V – PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

Understanding of the overall needs of the City for such services, as presented in the narrative proposal. This will include problem identification and the proposed method to accomplish the work required and proposers ability to meet the City's deadline requirements.	30%
Experience, qualifications and past performance of the proposing firm, including persons proposed to provide the services, facilities, resources and references.	40%
Cost to the City	30%
TOTAL PERCENT AVAILABLE:	100%

An evaluation committee of qualified City Staff or other persons selected by the City will conduct evaluations of proposals. It may be a two-step process. In step one; the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. In step two, the committee may then conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, resulting from this process, to the City Manager for award of a contract.

The City may require visits to customer installations or demonstrations of product by Contractor's, as part of the evaluation process.

The City of Fort Lauderdale reserves the right, before awarding the contract, to require a Proposer to submit any evidence of its qualifications as the City may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The City of Fort Lauderdale reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of cost points to each responsive, responsible proposer. The lowest, responsive, responsible proposer receives the maximum allowable points. When using this formula, a proposer that submits a cost or fee which is two times

greater than the cost/fee of the lowest responsive, responsible proposer, will result in receiving zero points for cost.

2^{nd} lowest cost minus lowest cost = X

X divided by lowest cost = Y

Y times the total number of cost points = Z

Total number of cost points minus Z = points assigned to 2^{nd} lowest vendor and so on.

PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference material included in the additional documents. The City prefers all responses to this RFP to be less than 50 pages and that the Contractor utilize recyclable materials as much as possible. Expensive or fancy binders are not preferred.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

THIS IS A PAPER RFP WITH CD. All proposals must be received by the City of Fort Lauderdale, in the Procurement Services Department, Room 619, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in PART II – RFP SCHEDULE. Submittal of response by fax or e-mail will NOT be acceptable.

PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL COPY PLUS (7) COPIES OF THE PROPOSAL PAGES INCLUDING ANY ATTACHMENTS

THE ABOVE REQUIREMENT TOTALS 8 COPIES OF YOUR PROPOSAL. CONTRACTOR SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

A representative who is authorized to contractually bind the Contractor shall sign the Bid/Proposal Signature page. Omission of a signature on that page may result in rejection of your proposal.

PART VII - PROPOSAL PAGES – COST PROPOSAL

Cost to the City: Contractor must quote firm, fixed, fee for all services identified in this request for proposal and the Fee/Cost Schedule section of this RFP. This firm fixed fee includes any costs for travel to the City. No other costs will be accepted.

The City is requesting the following pricing formats. Contractor must provide each cost format with their proposal:

1. A flat fee appraisal to complete all the work identified and
2. Annual appraisal cost, for annual update for 3 years after initial appraisal services and
3. Minimum Site visit charge for each additional subsequent appraisal.

TYPE OF APPRAISAL

FIRM FIXED FEE

- | | |
|--|--|
| 1. Field Appraisals for all 164 properties as identified In Exhibit-A | Fixed Appraisal Cost for
Entire project – 164 properties
(excluding annual updated appraisal services)

\$_____ |
| 2. Optional - Field Appraisals for Subsequent Annual updates for Following three years. | Firm Fixed Appraisal cost, for annual update for
Three (3) years after initial appraisal services.

\$_____/per yr x 3 yrs. = \$ _____ |
| 3. Optional - Field Appraisals for subsequent appraisals of buildings, NOT identified in Exhibit-A | <u>Minimum Site Charge</u> for each additional subsequent
building appraisal not identified in Exhibit-A.

\$_____/per site or building |

Items 1,2 and 3 above shall be the costs being evaluated under the Proposal Evaluation Criteria.

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.

- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

PART II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 BIDDING DEFINITIONS** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
- INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
- REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
- BID – a price and terms quote received in response to an ITB.
- PROPOSAL – a proposal received in response to an RFP.
- BIDDER – Person or firm submitting a Bid.
- PROPOSER – Person or firm submitting a Proposal.
- RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
- RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
- FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
- SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
- CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
- CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
- CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
- The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

- 2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that

the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.

- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Department immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order or cashiers check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., the Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or

workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.

- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.
- If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.
- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME**RELATIONSHIPS**

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.bidsync.com, unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: _____
(signature) (date)

Name (printed) _____ Title: _____

Company: (Legal Registration) _____

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).

Address: _____

City _____ State: _____ Zip _____

Telephone No. _____ FAX No. _____ Email: _____

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): _____

Payment Terms (section 1.03): _____ Total Bid Discount (section 1.04): _____

Does your firm qualify for MBE or WBE status (section 1.08): MBE _____ WBE _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.

Date Issued

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. **HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.** If this section does not apply to your bid, simply mark N/A in the section below.

Variances:

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#	Department	Name	Street	City	Postal Code	ISO Const	Age	Sq Ft	Year Updated	Age of Roof	Storm Protection	# story	Sprinklered %	Flood Zones 12-2009	Building Value	Contents Value	Total Insured Value	Roof Covering	Roof Shape	Roof Pitch
1	Public Works	Plant, Peele Dixie - Old - Clearwell Pump House	1500 South State Road 7	Lauderhill	33313-5808	6	1927	240				1		X	65,133	2,156	67,289			
2	Public Works	Plant, Peele Dixie - Old - Filter Gallery	1500 South State Road 7	Lauderhill	33313-5808	6	1927	7,500				2		X	2,035,393	67,387	2,102,780			
3	Public Works	Plant, Peele Dixie - Old - Floride Bldg.	1500 South State Road 7	Lauderhill	33313-5808	6	1927	120				1		X	32,566	1,078	33,644			
4	Public Works	Plant, Peele Dixie - New - FPL Switchgear House	1500 South State Road 7	Lauderhill	33313-5808	6	1927	1,120				1		X	303,952	10,063	314,015			
5	Public Works	Plant, Peele Dixie - Old - Lime House	1500 South State Road 7	Lauderhill	33313-5808	2	1927	9,600				3		X	2,605,303	86,255	2,691,558	Clay Tile	Gable end without bracing	Medium (10 to 30)
6	Public Works	Plant, Peele Dixie - Old - Main Bldg.	1500 South State Road 7	Lauderhill	33313-5808	2	1927	14,400				2		X	3,907,954	129,383	4,037,337	Clay Tile	Gable end without bracing	Medium (10 to 30)
7	Public Works	Plant, Peele Dixie - Old - Plant	1500 South State Road 7	Lauderhill	33313-5808	4	1927	13,100	2000	2000		2		X	3,555,153	117,702	3,672,855		Flat	Low (< 10)
8	Public Works	Plant, Peele Dixie - New - Administration / Membrane	1500 South State Road 7	Lauderhill	33313-5808	6	2008	26,593	2008	2008	Yes per 2008 code	2	0	X	7,663,297	11,494,947	19,158,244	Clay Tile	Hip	Medium (10 to 30)
9	Public Works	Plant, Peele Dixie - New - Chemical	1500 South State Road 7	Lauderhill	33313-5808	5	2008	4,134	2008	2008	Yes per 2008 code	1		X	1,191,294	1,786,940	2,978,234			
10	Public Works	Plant, Peele Dixie - New - Generator	1500 South State Road 7	Lauderhill	33313-5808	4	2008	1,610	2008	2008	Yes per 2008 code	1		X	463,953	695,930	1,159,883			
11	Public Works	Plant, Peele Dixie - New - Clearwell	1500 South State Road 7	Lauderhill	33313-5808	6	2008	2,920	2008	2008	Yes per 2008 code	1		X	841,456	1,262,183	2,103,639			
12	Public Works	Plant, Peele Dixie - New - Storage Tank	1500 South State Road 7	Lauderhill	33313-5808	6	2008		2008	2008	Yes per 2008 code	1		X	300,000	0	300,000			
13	Public Works	Plant, Peele Dixie - New - Storage Tank	1500 South State Road 7	Lauderhill	33313-5808	6	2008		2008	2008	Yes per 2008 code	1		X	300,000	0	300,000			
14	Public Works	Five Ash Treatment Plant - Administration	938 Northwest 38th Street	Oakland Park	33309-5921	4	1970	17,149				3	0	AE	5,747,964	6,392,808	12,140,772	Gran Mod Bit.	Flat	Low (< 10)
15	Public Works	Five Ash Treatment Plant - Ammonia	938 Northwest 38th Street	Oakland Park	33309-5921	6	1970	400				1		AE	134,071	149,112	283,183			
16	Public Works	Five Ash Treatment Plant - Chemical	938 Northwest 38th Street	Oakland Park	33309-5921	4	1970	9,213				3		AE	3,087,993	3,434,424	6,522,417			
17	Public Works	Five Ash Treatment Plant - Chlorine	938 Northwest 38th Street	Oakland Park	33309-5921	6	1970	756				1		AE	253,394	281,822	535,216			
18	Public Works	Five Ash Treatment Plant - Control	938 Northwest 38th Street	Oakland Park	33309-5921	4	1970	8,800			Storm Shutters	2		AE	2,949,565	3,280,466	6,230,031			
19	Public Works	Five Ash Treatment Plant - Diesel Pump	938 Northwest 38th Street	Oakland Park	33309-5921	4	1970	20,300			Storm Shutters	3		AE	6,804,109	7,567,438	14,371,547			
20	Public Works	Five Ash Treatment Plant - Generator	938 Northwest 38th Street	Oakland Park	33309-5921	3	1970	240				1		AE	80,443	89,467	169,910			
21	Public Works	Five Ash Treatment Plant - Main Filter	938 Northwest 38th Street	Oakland Park	33309-5921	4	1970	19,920				2		AE	6,676,742	7,425,782	14,102,524			
22	Public Works	Five Ash Treatment Plant - Maintenance	938 Northwest 38th Street	Oakland Park	33309-5921	4	1970	3,750				1		AE	1,256,917	1,397,926	2,654,843			
23	Public Works	Five Ash Treatment Plant - Microwave Tower	938 Northwest 38th Street	Oakland Park	33309-5921	6	1970	225				1		AE	75,415	83,876	159,291			
24	Public Works	Five Ash Treatment Plant - Sludge Pit	938 Northwest 38th Street	Oakland Park	33309-5921	6	1970	225				1		AE	75,415	83,876	159,291			
25	Public Works	Five Ash Treatment Plant - Substation	938 Northwest 38th Street	Oakland Park	33309-5921	4	1970	1,425				1		AE	477,628	531,212	1,008,840			
26	Public Works	Five Ash Treatment Plant - Wash Divers	938 Northwest 38th Street	Oakland Park	33309-5921	6	1970	400				1		AE	134,071	149,112	283,183			
27	Public Works	Transfer Station - Guard House	2101 Northwest 6th Street	Fort Lauderdale	33311-7729	4	1963	196			Storm Shutters	1		AE	22,540	7,500	30,040	standing seam		
28	Public Works	Transfer Station - Plant A	2101 Northwest 6th Street	Fort Lauderdale	33311-7729	5	1950	12,000	2001	2001		2		AE	1,440,000	150,000	1,590,000	Gran Mod Bit.		
29	Public Works	Transfer Station - Repump Bldg	2101 Northwest 6th Street	Fort Lauderdale	33311-7729	5	1950	3,600	2000	2000		1		AE	450,000	225,000	675,000			
30	Public Works	Lohmeyer Plant - Administration	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	5	1961	6,425			Storm Shutters	1	0	AE	1,945,674	3,170,824	5,116,498	Gran Mod Bit.		
31	Public Works	Lohmeyer Plant - Dewatering	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	5	1961	21,150			Storm Shutters	3		AE	6,404,825	10,437,809	16,842,634			
32	Public Works	Lohmeyer Plant - Effluent Bldg	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	5	1961	25,225			Impact Glass / Shutters	3		AE	7,638,851	12,448,877	20,087,728			
33	Public Works	Lohmeyer Plant - Generator Plant	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	5	1961	1,125			Storm Shutters	1		AE	340,682	555,203	895,885			
34	Public Works	Lohmeyer Plant - Lox Plant	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	5	1961	2,200			Storm Shutters	1		AE	666,223	1,085,730	1,751,953			
35	Public Works	Lohmeyer Plant - Mechanical Shop	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	5	1961	720				1		AE	218,037	355,330	573,367			
36	Public Works	Lohmeyer Plant - Pretreatment Bldg	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	5	1961	39,000			Storm Shutters	3		AE	11,810,315	19,247,025	31,057,340			
37	Public Works	Lohmeyer Plant - Sludge Pump Station #2	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	6	1961	1,600			Storm Shutters	1		AE	484,526	789,622	1,274,148			
38	Public Works	Lohmeyer Plant - Sludge Pump Station #1	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	6	1961	2,160			Storm Shutters	1		AE	654,110	1,065,989	1,720,099			
39	Public Works	Lohmeyer Plant - Sludge Pump Station #3	1765 Southeast 18th Street	Fort Lauderdale	33316-3007	6	1961	10,520			Storm Shutters	2		AE	1,786,088	2,910,751	4,696,839			
40	Public Works	Lohmeyer Plant - Vehicle Maintenance	1300 SE 21st Street	Fort Lauderdale	33316-3007	5	1987	8,244				1		AE	1,399,669	2,281,010	3,680,679			
41		City Hall	100 North Andrews Avenue	Fort Lauderdale	33301-1016	6	1967	83,276	1995	1995		8	100	AE	11,031,989	6,562,904	17,594,893	single ply	Flat	Low (< 10)
42	Police	Police Station	1300 W Broward Boulevard	Fort Lauderdale	33312-1643	6	1958	88,607	1981	2007	Storm Shutters	3	0	AE	12,400,000	250,000	12,650,000	single ply	Flat	Low (< 10)
43	Police	Police Jail	1320 W Broward Boulevard	Fort Lauderdale	33312-1643	6	1982	26,979	1988	1987	Metal Screens	2		AE	4,100,000	750,000	4,850,000	Gran Mod Bit.	Flat	Low (< 10)
44	Building	Building Services	700 NW 19th Avenue	Fort Lauderdale	33311-7834	6	2005	36,665	2005	2005	Impact Glass and Doors	1	100	AE	9,166,250	750,000	9,916,250		Flat	Low (< 10)
45	Business Enter	War Memorial Auditorium - Concession	800 Northeast 8th Street	Fort Lauderdale	33304-2867	4	1948	1,350		1996		1	100	X	157,487	88,905	246,392	mod bit.		
46	Business Enter	War Memorial Auditorium - Entry Canopy	800 Northeast 8th Street	Fort Lauderdale	33304-2867	4	1948	2,048		1996		1		X	238,914	134,872	373,786	Gran Mod Bit.		
47	Business Enter	War Memorial Auditorium - Lobby	800 Northeast 8th Street	Fort Lauderdale	33304-2867	2	1948	4,900		1996		1	100	X	571,619	322,691	894,310	mod bit.	Flat	Low (< 10)
48	Business Enter	War Memorial Auditorium - Main Audit	800 Northeast 8th Street	Fort Lauderdale	33304-2867	2	1948	25,800		1996		1	100	X	3,009,751	1,699,067	4,708,818	single ply		
49	Business Enter	War Memorial Auditorium - Office	800 Northeast 8th Street	Fort Lauderdale	33304-2867	4	1948	2,200		1996		1	100	X	256,645	144,882	401,527			
50	Business Enter	War Memorial Auditorium - Storage	800 Northeast 8th Street	Fort Lauderdale	33304-2867	2	1948	5,704		1996		1	100	X	665,412	375,639	1,041,051		Flat	Low (< 10)
51	Parking & Fleet	Downtown Parking Garage	100 SE 1st Street	Fort Lauderdale	33301-1875	6	1985	327,000		2001	N/A - Parking Garage	5		AE	29,400,500	48,500	29,449,000			
52	Business Enter	Aquatics Center - Bathhouse and Training	501 Seabreeze Blvd.	Fort Lauderdale	33316-1623	5	1991	8,700	1991	1991	Storm Shutters	2	0	AE	1,890,370	170,871	2,061,241		Flat	Low (< 10)
53	Business Enter	Aquatics Center - Entry and Life Guard Office	501 Seabreeze Blvd.	Fort Lauderdale	33316-1623	5	1968	7,920				1		AE	1,720,888	155,552	1,876,440		Flat	Low (< 10)
54	Business Enter	Aquatics Center - ISHOF - Museum - Retail	501 Seabreeze Blvd.	Fort Lauderdale	33316-1623	5	1968	15,600	1991	1991	Storm Shutters	2		AE	3,389,629	306,390	3,696,019	Gran Mod Bit.		
55	Business Enter	Aquatics Center - ISHOF - Museum Social Hall	501 Seabreeze Blvd.	Fort Lauderdale	33316-1623	5	1968	4,000				1		AE	869,136	78,562	947,698	Gran Mod Bit.	Flat	Low (< 10)
56	Business Enter	Aquatics Center - ISHOF - Museum Arquitectonica	501 Seabreeze Blvd.	Fort Lauderdale	33316-1623	6	1993	14,000	1993	1994	Impact Glass and Shutters	2		AE	3,041,974	274,966	3,316,940			
57	Parking & Fleet	Arts & Science Garage	201 SW 5th Avenue	Fort Lauderdale	33312-7112	6	1990	26,257	1990	1990	N/A - Parking Garage	3		AE	6,158,825	119,452	6,278,277			
58		City Hall Annex	301 North Andrews Avenue	Fort Lauderdale	33301-1020	4	1950	23,058	1995	1984	Storm Shutters	2		AE	3,083,625	1,079,708	4,163,333	smooth mod bit.	Flat	Low (< 10)
59	Parking & Fleet	Parking and Fleet - Administration	290 Northeast 3rd Street	Fort Lauderdale	33301-1041	4	1960	14,449				2		AE	1,148,655	319,190	1,467,845		Flat	Low (< 10)
60		Mizzell Center	1409 Northwest 6th Street	Fort Lauderdale	33311-7987	4	1979	30,676	1999	1992		2		AE	2,355,511	576,895	2,932,406	Gran Mod Bit.	Flat	Low (< 10)
61	Public Works	Central Maintenance Shop	4250 Northwest 10th Avenue	Fort Lauderdale	33309-4602	5	1968	6,300				1		AE	379,489	183,750	563,239	metal roof	Flat	Low (< 10)
62	Public Works	Central Maintenance Shop	4250 Northwest 10th Avenue	Fort Lauderdale	33309-4602	5	1950	13,100		1984	Storm Shutters	1		AE	789,097	382,084	1,171,181	?? Smooth mod bit	Flat	Low (< 10)
63	Business Enter	Executive Airport - Administration	6000 NW 21st Avenue	Fort Lauderdale	33309-6642	5	2001	10,000	2001	2001	Impact Glass/Doors/Shutters	1	100	X	1,350,000	250,000	1,600,000		Flat	Low (< 10)
64	Business Enter	Executive Airport - Customs	5555 NW 15th Avenue	Fort Lauderdale	33309-2701	6	1975	1,255	1996		Storm Shutters	1	100	X	200,000	50,000	250,000			
65	Business Enter	Executive Airport - Electrical Vault	5505 E. Perimeter Rd	Fort Lauderdale	33309-6642	6	1984	791	2002	2002		1		X	150,000	350,000	500,000			
66	Business Enter	Executive Airport - Maintenance - Building E	5505 E. Perimeter Road	Fort Lauderdale	33309-6642	6	1976	1,656	1976	1976	Storm Shutters	1		X	200,000	45,000	245,000			
67	Business Enter	Executive Airport - Police Hanger	2661 NW 56th Street	Fort Lauderdale	33															

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#	Department	Name	Street	City	Postal Code	ISO Const	Age	Sq Ft	Year Updated	Age of Roof	Storm Protection	# story	Sprinklered %	Flood Zones 12-2009	Building Value	Contents Value	Total Insured Value	Roof Covering	Roof Shape	Roof Pitch
73	Parks & Rec	Park, Holiday - Activity Center & Gym	1300 E Sunrise Boulevard	Fort Lauderdale	33304-2802	4	1950	36,696	2004	2004	Impact Glass	2	0	X	4,587,000	250,000	4,837,000	standing seam	Flat	Low (< 10)
74	Parks & Rec	Park, Carter - Annex / Library	1450 W Sunrise Boulevard	Fort Lauderdale	33304-2325	4	1986	1,818	1986			1		X	232,249	23,095	255,344	standing seam		
75	Parks & Rec	Park, Carter - Bathhouse	1450 W Sunrise Boulevard	Fort Lauderdale	33304-2325	6	1953	1,850		1986		1		X	236,338	23,501	259,839			
76	Parks & Rec	Park, Carter - Concession / Press Box	1450 W Sunrise Boulevard	Fort Lauderdale	33304-2325	6	2002	2,800	2002	2002	Impact Glass	2		X	357,699	35,570	393,269			
77	Parks & Rec	Park, Carter - Gym	1450 W Sunrise Boulevard	Fort Lauderdale	33304-2325	4	1968	12,000		2000	Metal Screens	1		X	1,532,996	152,442	1,685,438	Gran Mod Bit.	Flat	Low (< 10)
78	Parks & Rec	Park, Carter - Activity Center	1450 W Sunrise Boulevard	Fort Lauderdale	33304-2325	6	1957	2,140	1989	1986		1		X	273,384	27,185	300,569	standing seam / gran mod bit.		
79	Parks & Rec	Park, Carter - Social Center	1450 W Sunrise Boulevard	Fort Lauderdale	33304-2325	6	1968	1,856	2000	2000	Metal Screens	1		X	237,104	23,578	260,682	Gran Mod Bit.		
80	Parks & Rec	Park, Floyd Hull - Big League Press	800 SW 28th Street	Fort Lauderdale	33312-2109	2,4,5	1969	1,983				2					0	93,925	2,818	
81	Parks & Rec	Park, Floyd Hull - Morton Act Center and Concession	800 SW 28th Street	Fort Lauderdale	33312-2109	2,4,5						1								
82	Parks & Rec	Park, Floyd Hull - Little League Press	800 SW 28th Street	Fort Lauderdale	33312-2109	4,5		856				2								
83	Parks & Rec	Park, Floyd Hull - Minor League Press	800 SW 28th Street	Fort Lauderdale	33312-2109	2,4,5						2								
84	Parks & Rec	Park, Floyd Hull - Football	800 SW 28th Street	Fort Lauderdale	33312-2109	4,5						2								
85	Parks & Rec	Park, Floyd Hull - Storage	800 SW 28th Street	Fort Lauderdale	33312-2109	4,5						1								
86	Parks & Rec	Park, Riverland - Activity Center	950 SW 27th Avenue	Fort Lauderdale	33312-2908	4	2004	8,585	2004	2004	Impact Glass	1		X	1,346,880		1,346,880	Steel - Standing Seam	Gable end without bracing	Medium (10 to 30)
87	Economic Dev	City Park Mall Shops & Garage	100 SE 1st Street	Fort Lauderdale	33301-1875	6	2004	25,500	2004	2004	Impact Glass	1	0	AE	3,525,000	50,000	3,575,000	PVC single ply	Flat	Low (< 10)
88	Fire	Fire Station (Old No. 2)	301 N. Andrews Avenue	Fort Lauderdale	33301-1020	4	1947	12,900	1985	2006	Storm Shutters	2		AE	1,615,000	200,000	1,815,000		Flat	Low (< 10)
89	Fire	Fire Station No. 2 & Administration	528 NW 2nd Street	Fort Lauderdale	33311-9108	6	2002	30,900	2002	2002	Impact Glass and Doors	3	100	AE	6,487,624	1,092,624	7,580,248		Flat	Low (< 10)
90	Fire	Fire Station No. 35	1841 E Commercial Blvd.	Fort Lauderdale	33308-3767	4	1966	7,038	1998	2005	Storm Shutters	2		X	1,200,000	75,000	1,275,000		Flat	Low (< 10)
91	Fire	Fire Station No. 47	1000 SW 27th Avenue	Fort Lauderdale	33312-2938	6	2008	15,242	2008	2008	Impact Glass and Doors	2	100	X	4,200,000	350,000	4,550,000	built up gravel	Flat	Low (< 10)
92	Fire	Fire Station No. 53	2200 Executive Airport Way	Fort Lauderdale	33309-1733	6	2008	27,310	2008	2008	Impact Glass and Doors	2	100	TBD	7,900,000	800,000	8,700,000	mod bit.	Flat	Low (< 10)
93	Fire	Fire Station No. 54	3200 NE 32nd Street	Fort Lauderdale	33308-7102	4	1970	7,602	2005	2005	Storm Shutters	2		X	1,026,000	200,000	1,226,000	Gran Mod Bit.	Flat	Low (< 10)
94	Police	Police Organized Crime	101 N Andrews Avenue	Fort Lauderdale	33301-1016	2	1954	7,500	1999	1999	Impact Glass and Doors	2		AE	596,430	176,720	773,150		Flat	Low (< 10)
95	Public Works	Pub.Works Comp., Bldg. 1, Parks Maintenance	220 SW 14th Street	Fort Lauderdale	33312-1643	6	1964	2,842		2002		1		AE	226,007	66,965	292,972			
96	Public Works	Pub.Works Comp., Bldg. 2, Parks Office	220 SW 14th Street	Fort Lauderdale	33312-1643	6	1964	2,390		2002		1		AE	190,062	56,315	246,377			
97	Public Works	Pub.Works Comp., Bldg. 3, 4A, 4B, Gen. Services	220 SW 14th Street	Fort Lauderdale	33312-1643	5	1964	14,364		2002		1		AE	1,489,056	86,322	1,575,378		Flat	Low (< 10)
98	Public Works	Pub.Works Comp., Bldg. 5, 7, Radio-Survey	220 SW 14th Street	Fort Lauderdale	33312-1643	6	1964	1,776	1979	2002		1		AE	184,111	10,673	194,784			
99	Public Works	Pub.Works Comp., Bldg. 6, Vehicle Write up	220 SW 14th Street	Fort Lauderdale	33312-1643	6	1988	500		2002		1		AE	51,833	3,005	54,838			
100	Public Works	Pub.Works Comp., Central Stores	220 SW 14th Street	Fort Lauderdale	33312-1643	5	1964	15,508		2002		1		AE	1,522,600	83,430	1,606,030		Flat	Low (< 10)
101	Public Works	Pub.Works Comp., Central Stores / Fire Logistics	220 SW 14th Street	Fort Lauderdale	33312-1643	6	1964	3,080	1998	2002		1		AE	302,400	16,570	318,970	Gran Mod Bit.		
102	Public Works	Pub.Works Comp., Garage	220 SW 14th Street	Fort Lauderdale	33312-1643	5	1964	19,200		2002		1		AE	1,472,035	547,632	2,019,667	Gran Mod Bit.	Flat	Low (< 10)
103	Public Works	Pub.Works Comp., Elec. Dist.	220 SW 14th Street	Fort Lauderdale	33312-1643	6	1964	886		2002		1		AE	67,929	25,272	93,201			
104	Public Works	Pub.Works Comp., Fuel, vehicle Wash	220 SW 14th Street	Fort Lauderdale	33312-1643	6	1996	241	1996	1996		1		AE	18,478	6,874	25,352	Gran Mod Bit.		
105	Parks & Rec	Parks & Rec. Administration	1350 W Broward Blvd.	Fort Lauderdale	33312-1643	4	1964	5,968	1984	2002		1		AE	457,558	170,222	627,780		Flat	Low (< 10)
106	Parks & Rec	Beach Restrooms	South Beach	Fort Lauderdale		4	1950	400	1991	1991		1			22,400	1,500	23,900			
107	Economic Dev	Coast Guard Auxiliary	601 Seabreeze Blvd.	Fort Lauderdale	33316-1625	6	1967	2,400				1		AE	369,600	36,000	405,600	Gran Mod Bit.		
108	Business Enter	Cooley's Landing - Administration / Bath House	450 SW 7th Avenue	Fort Lauderdale	33312-2567	4	1992	1,900	1992	1992	Storm Shutters	1		AE	123,500	12,350	135,850	clay tile		
109	Business Enter	Cooley's Landing - Pavilion	450 SW 7th Avenue	Fort Lauderdale	33312-2567	4	1992	576	1992	1992		1		AE	178,468	17,846	196,314			
110	Parks & Rec	Cooley's Landing - Restroom	450 SW 7th Avenue	Fort Lauderdale	33312-2567	4	1992	612	1992	1992		1		AE	115,287	5,000	120,287			
111	Public Works	Repump Station "B" - Coral Ridge	4000 NE 25th Avenue	Fort Lauderdale	33308-5727	6	1964			1996		1		X	367,967	36,796	404,763	Gran Mod Bit.		
112	Fire	Fire Prevention Bureau	2000 NE 16th Street	Fort Lauderdale	33304-1419	6	1980	4,100	1993	1986	Storm Shutters	1		AE	328,000	32,800	360,800	built up		
113	Fire	Fire Station 3	2801 SW 4th Avenue	Fort Lauderdale	33315	6	2010	8,742	2010	2010		1	100	AE	2,075,000	153,931	2,228,931	built up comp	Flat	Low (< 10)
114	Fire	Fire Station (Old No. 08 / Fire Museum)	1022 W Las Olas Blvd.	Fort Lauderdale	33312-7152	4	1927	3,005	1998	1989	Impact Glass	2		AE	276,450	27,640	304,090	terra cotta barrel		
115	Fire	Fire Station No. 13	2871 E Sunrise Blvd.	Fort Lauderdale	33304-3327	4	1971	6,100	1987		Storm Shutters	1		AE	762,500	76,000	838,500	mod bit.	Flat	Low (< 10)
116	Fire	Fire Station No. 46	1121 NW 9th Avenue	Fort Lauderdale	33311-6222	2	1963	3,569	1998	1981	Storm Shutters	1		AR	488,953	48,000	536,953	asphalt shingle	Gable end without bracing	Medium (10 to 30)
117	Business Enter	Executive Airport - Fire Station (Old 53)	5547 NW 23rd Avenue	Fort Lauderdale	33309-2709	3	1974	5,261		1987	Storm Shutters	1		X	710,235	71,235	781,470		Gable end without bracing	Medium (10 to 30)
118	Business Enter	Executive Airport - Fire Station No. 88	6300 NW 21st Avenue	Fort Lauderdale	33309-1816	6	1988	3,049	1997	1988	Storm Shutters	1		AH	243,920	24,920	268,840	smooth bur-ply		
119	Business Enter	Las Olas Marina Comfort Station/Admin	240 E Las Olas Circle	Fort Lauderdale	33316-1616	4	1998	3,000	1998	1998	Impact Glass/Doors/Shutters	1		AE	233,864	25,000	258,864	standing seam		
120	Public Works	Repump Station - D-37 - Las Olas	305 Lido Drive	Fort Lauderdale	33301-2534	4	1950	1,800			Storm Shutters	1		AE	330,000	33,000	363,000			
121	Parks & Rec	Park, Bass - Pool House	2750 NW 19th Street	Fort Lauderdale	33311-3302	6	1975	1,800	1999	1991		1		X	171,000	17,100	188,100	Gran Mod Bit.		
122	Parks & Rec	Park, Bass - Recreation Center	2750 NW 19th Street	Fort Lauderdale	33311-3302	4	1991	2,442	1991	1991	Storm Shutters	1		X	392,670	39,670	432,340	clay tile		
123	Parks & Rec	Park, Bayview - Concession / Restrooms	4400 Bayview Drive	Fort Lauderdale	33308-5329	4	2004	800	2004	2004	Storm Shutters	1		X	47,637	5,000	52,637			
124	Parks & Rec	Park, Flornada - Restrooms	5251 NE 14th Way	Fort Lauderdale	33334-4912	6	1962	1,300	1988	1989		1		X	97,500	6,000	103,500	Gran Mod Bit.		
125	Parks & Rec	Park, George English - Recreation Center	1101 Bayview Drive	Fort Lauderdale	33304-2504	2	1989	8,327		1990	Impact Glass	1		AE	1,074,183	108,000	1,182,183	standing seam	Hip	Medium (10 to 30)
126	Parks & Rec	Park, Hardy - Pump House	25 SW 9th Street	Fort Lauderdale	33301-2047	6	1930	560				1		AE	42,560	30,000	72,560			
127	Parks & Rec	Park, Hardy - Tennis Center	25 SW 9th Street	Fort Lauderdale	33301-2047	6	1938	1,280		1961		1		AE	204,800	20,480	225,280	smooth mod bit.		
128	Parks & Rec	Park, Holiday - Concession Phase 1 (South)	1300 E Sunrise Boulevard	Fort Lauderdale	33304-2802	4	1998	2,940	1998	1998	Impact Glass	1		X	205,800	20,580	226,380	standing seam		
129	Parks & Rec	Park, Holiday - Concession Phase 2 (North)	1300 E Sunrise Boulevard	Fort Lauderdale	33304-2802	4	2000	2,210	2000	2000	Impact Glass	1		X	187,560	18,756	206,316			
130	Parks & Rec	Park, Holiday - Press Box	1300 E Sunrise Boulevard	Fort Lauderdale	33304-2802	4	1998	1,194	1998	1998	Impact Glass	1		X	89,550	4,000	93,550			
131	Parks & Rec	Park, Lauderdale Manors - Pool Building	1340 Chateau Drive	Fort Lauderdale		4	2001	857	2001	2001	Impact Glass	1		X	42,759	5,000	47,759	coal tar gravel		
132	Parks & Rec	Park, Lauderdale Manors - Recreation Center	1340 Chateau Drive	Fort Lauderdale		4	2001	3,500	2001	2001	Impact Glass	1		X	574,000	57,400	631,400	coal tar gravel	Hip	Medium (10 to 30)
133	Parks & Rec	Park, Mills Pond - Batting Ticket Booth	2202 NW 9th Avenue	Fort Lauderdale	33311-3729	4	2000	192	2000	2000	Storm Shutters	1		AE	89,600	4,000	93,600	standing seam		
134	Parks & Rec	Park, Mills Pond - Maintenance / Storage (Metal)	2201 NW 9th Avenue	Fort Lauderdale	33311-3729	3	1990	2,400	1990	1990		1		AE	201,600	20,160	221,760			
135	Parks & Rec	Park, Mills Pond - Recreation Office	2201 NW 9th Avenue	Fort Lauderdale	33311-3729	1	1987	5,772	1987	1987		1		AE	490,620	49,062	539,682		Hip	Medium (10 to 30)
136	Parks & Rec	Park, Mills Pond - Restrooms / Concession	2201 NW 9th Avenue	Fort Lauderdale	33311-3729	4	2000	1,280	2000	2000	Storm Shutters	1		AE	140,800	10,000	150,800	standing seam		
137	Parks & Rec	Park, Osswald - Activities Center	2220 NW 21st Avenue	Fort Lauderdale	33311-2960	4,5	1991					1								
138	Parks & Rec	Park, Osswald - Old Library	2220 NW 21st Avenue	Fort Lauderdale	33311-2960	4,5	1991					1								
139	Parks & Rec	Park, Osswald - Restrooms East	2220 NW 21st Avenue	Fort Lauderdale	33311-2960	4,5	1991					1								

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#	Department	Name	Street	City	Postal Code	ISO Const	Age	Sq Ft	Year Updated	Age of Roof	Storm Protection	# story	Sprinklered %	Flood Zones 12-2009	Building Value	Contents Value	Total Insured Value	Roof Covering	Roof Shape	Roof Pitch
145	Parks & Rec	Park, Snyder - Maintenance	3299 SW 4th Avenue	Fort Lauderdale	33315-3014	2	2000	746	2000	2000		1		AE	67,140	25,000	92,140	asphalt shingle		
146	Parks & Rec	Park, Snyder - Pavilions (multiple pavillion's)	3299 SW 4th Avenue	Fort Lauderdale	33315-3014	4,5	1974	14,333		1993		1		AE	1,863,290	100,000	1,963,290	standing seam/asphalt shingle		
147	Parks & Rec	Park, Snyder - Office / Administration	3299 SW 4th Avenue	Fort Lauderdale	33315-3014	2	1977	890				1		AE	62,300	12,500	74,800	standing seam		
148	Parks & Rec	Park, Snyder - Restrooms	3299 SW 4th Avenue	Fort Lauderdale	33315-3014	2	1972	400				1		AE	27,450		27,450	standing seam		
149	Parks & Rec	Park, Snyder - Ticket Booth	3299 SW 4th Avenue	Fort Lauderdale	33315-3014	1	1982	100				1		AE	32,700		32,700	standing seam		
150	Parks & Rec	Park, Warfield - Recreation	1000 North Andrews Avenue	Fort Lauderdale	33316-1038	6	1997	2,323			Yes	1		X	185,840	18,585	204,425	Gran Mod Bit.		
151	Public Works	Meter Shop - Administration	4030 South State Road 7	Fort Lauderdale	33319-4825	6	1986	2,376	1986	1986	Storm Shutters	1		AE	206,453	20,645	227,098			
152	Public Works	Meter Shop - Maintenance	4030 South State Road 7	Fort Lauderdale	33319-4825	6	1986	3,150	1986	1986	Storm Shutters	1		AE	305,550	35,000	340,550			
153	Public Works	Poinciana Pump House	401 SE 21st Street	Fort Lauderdale	33316-3426	6	1963	2,100				1		X	186,900	18,690	205,590	Gran Mod Bit.		
154	Police	Police Harbor Patrol & Bathrooms	1784 SE 15th Street	Fort Lauderdale	33316-3002	6	1980	1,680				1		AE	142,800		142,800	mod bit.		
155	Police	Police Horse Barn	1300 E Sunrise Boulevard	Fort Lauderdale	33304-2802	4	1993	6,010	1993	1993	Storm Shutters	1		X	450,890	65,000	515,890	standing seam		
156	Business Enter	Records Center - Print Shop	401 SE 21st Street	Fort Lauderdale	33316-3426	6	1948	2,278	1986	1991		1		X	272,440	35,000	307,440	Gran Mod Bit.		
157	Public Works	Sanitation Maintenance Facility	1401 SE 21st Street	Fort Lauderdale	33305-2325	3	1985	8,400	1985	1985		1		AE	1,034,087	1,110,172	2,144,259		Gable end without bracing	
158	Fire	Fire Station 29	2002 NE 16th Street	Fort Lauderdale	33304	6	2010	10,267	2010	2010		2	100	X	2,579,500	204,527	2,784,027	built up comp	Flat	Low (< 10)
159	Fire	Fire Station 49	1015 Seabreeze Blvd	Fort Lauderdale	33316	6	2010	11,820	2010	2010		2	100	X	2,650,000	165,758	2,815,758	built up comp	Flat	Low (< 10)
160	Public Works	Water Tower	626 NW 2nd Avenue	Fort Lauderdale	33311															
161		Southside School	701 South Andrews Avenue	Fort Lauderdale	33301	2														
162	Business Enter	Fort Lauderdale Stadium	1301 NW 55th Street	Fort Lauderdale	33309															
163	Economic Dev	HCD Transitional Triplex	1200 NW 3rd Street	Fort Lauderdale	33311			1,812												
164	Economic Dev	HCD Transisitional Duplex	1145 NW 5th Avenue	Fort Lauderdale	33311			1512												
TOTALS:															254,062,545	124,842,550	378,905,095			

Question and Answers for Bid #115-10630 - Property Insurance Appraisal Services

OVERALL BID QUESTIONS

Question 1

The contract will be awarded November 16th or so.... and you require site visit inspection and appraisal of 164 buildings and delivery of final reports by December 10th... that is a pretty tight turn around time... How firm are you on the delivery date? (Submitted: Oct 7, 2010 3:40:33 PM EDT)

Answer

- As the City is under short deadlines on this project - we are firm on this date. (Answered: Oct 7, 2010 3:41:08 PM EDT)

Question 2

Under Item #13 Insurance it shows:
Professional Liability (Errors & Omissions) Consultants
Limits: \$2,000,000 per occurrence is contradictory to existing requirements for appraisers on the city list. Current City Reqs are at \$100,000. Can this be revised since it seems quite onerous? (Submitted: Oct 8, 2010 4:14:28 PM EDT)

Answer

- This is an insurance appraisal, not a real estate appraisal and has nothing to do with the City's list of appraisers for real estate. The Limits are as stated in the RFP document. (Answered: Oct 8, 2010 4:33:26 PM EDT)